



STATE OF INDIANA

Frank L. O'Bannon, Governor
Marie E. Theobald, Executive Director

Professional Standards Board

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Indianapolis, Indiana 46204
Telephone: (317) 232-9010
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February 25, 2003

Robert May
Muncie Central High School
801 North Walnut
Muncie, IN 47305

Dear Mr. May:

I was forwarded your letter of February 13, 2003, from Patty Shutt, Director of Career and Technical Education in the Indiana Department of Education.

Based on the description of your situation, the most likely vocational area to add to your license without being too prohibitive would be the Endorsement for Interdisciplinary Cooperative Education (ICE). It would not be possible for us to retroactively add this endorsement or any other major in vocational education. If you have met the qualifications for an ICE endorsement to be added to your license, we would do so upon receipt of the recommendation of your licensing advisor where the program was completed, along with the other appropriate paperwork.

In order for this to occur, you would need to complete an approved program in an area of vocational education. Part of this program would include the verification of 4,000 clock hours in a recognized vocational occupation. Teaching experience would not be appropriate occupational experience. The experience does not have to be recent. The experience would be verified by a letter, on letterhead, outlining your job duties and titles, dates of employment, and approximate number of clock hours.

In your letter, you mention the limited license as a possibility. To qualify for consideration for this license, you would need to show evidence of the 4,000 clock hours, as outlined above. In addition, your superintendent (or designee) would need to request the license. If granted the license, you would need to complete six (6) semester hours toward the completion of the ICE program each year for the license to be renewed. Please note that if you obtain the limited license during the 2002-2003 school year, you would be expected to complete the six semester hours during the summer of 2003 to renew the license for the 2003-2004 school year.

For your consideration, I have attached the rule for the ICE endorsement. Currently, Ball State University offers this program. If you have additional questions, please contact me.

Sincerely,

Shawn Sriver
Director of Licensing